

COBA LEADERSHIP TEAM MINUTES

Thursday, March 4, 2021

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson, and Shani Robinson. (Virtual Meeting)

1. Approval of Minutes. Minutes for February 4th were approved.
2. Budget.
 - a. COBA Initiative Request – The Dean reviewed the new initiative requests that will be submitted for FY22.
 - b. DLF – COBA has an estimated DLF budget of \$1.8 million for FY22. Fawzi explained the possibility of spending some of these funds to create a VDI for remote usage. The Dean asked the team to think of additional options for using DLF.
3. CAD Updates.
 - a. Cabinet Updates.
 - i. Governor’s Announcement – The university will continue to use the protocols set in place for COVID-19 until further notice.
 - ii. Testing Booths – New testing booths are being opened on campus. The LSC location is now open and additional locations in AB III and AB IV will be added soon.
 - iii. Study Abroad – The university has officially canceled study abroad for summer 2021. The funds set aside for study abroad scholarships may now be used to award summer scholarships. All Chairs agreed this was a good use of the money, and a process for choosing recipients will be developed.
 - iv. Commencement – Nine ceremonies will be held on campus. The deans will only attend their college’s ceremony. There is a possibility that our college will be split into two ceremonies, but no announcement has been made at this time. A waiting list for any student requesting to walk early will be created and managed by the Registrar’s Office.
 - v. Policy Workgroups.
 - o Workload – The faculty workload committee will send handbook specifications for each college to the Dean for review.
 - o Tenure/Promotion/Reappointment – Faculty title updates are being considered. Dr. Galliard will contact the deans for feedback/input. The Leadership Team discussed options for changing lecturer titles.
 - vi. Hybrid Course Pilot Study – The guideline for hybrid courses will be 51% online and 49% face to face for the one-year pilot. The Dean let the Chairs know they are still able to add a small amount of hybrid classes to fall 21 and spring 22 schedules.
 - b. Vice Provost Report.
 - i. Events – The university will address the question regarding wearing a mask while taking pictures at an event soon.
 - ii. Travel Guidelines – The university travel guidelines for COVID have not changed at this time.
 - iii. Textbook Deadline – The deadline for textbook adoption for fall 21 is April 1st. Discrepancies in the lacking report are being addressed.

4. Chair Evaluations. The faculty will evaluate the Chairs using a Qualtrics survey. The survey and an email from the Dean will be sent out later this week.
5. AACSB. Our visit begins on Sunday, March 7th. The Dean reviewed agenda and meeting topics.
6. Open Position Update.
 - a. Accounting has filled one of their lines with a visiting professor.
 - b. General Business and Finance has several promising candidates for their BComm open positions. They are hoping to make an offer soon.
7. Future Classroom Assignments. Dr. Jesswein reviewed current room usage by department. The General Business and Finance department has a shortage of rooms for face to face classes and is consistently asking other departments to use their rooms. The Chairs will meet to discuss future room usage, and Dr. Morris offered to temporarily provide GBA with priority to schedule classes in room 337 to help alleviate the shortage.
8. Miscellaneous.
 - a. Online one-for-two classes will need to be split into two separate sections going forward per Dr. Maynard.
 - b. The COBA Career Fair will be held (rescheduled) on March 30th.